Applications

HabaWriter™

FOR ATARI ST™

Haba

Haba

Table of Contents

1. Introduction

Welcome to HabaWriter

Thank you for buying HabaWriter. You will find this program a useful tool for all your writing needs. Powerful search and replace functions let you make changes or correct spelling errors. You can change the format of individual paragraphs or an entire document automatically. Different formats can be combined in the same document.

Multiple windows let you work with several documents at once and makes it easy to transfer text between them. Files can be combined for longer documents.

Some of HabaWriter's features include:

* Multiple windows let you work with several documents at once.
* Search and replace text going up or down a document.
* Rulers let you set your margins and tabs precisely.
* Horizontal scrolling lets you create documents as wide as 132 columns.

These features are operated with the mouse or keyboard. Pull down menus and a "Help" dialog box make HabaWriter easy to learn. HabaWriter is the word processor your Atari ST was made for.

Your HabaWriter package should have the following items:

* A HabaWriter Master disk
* A warranty card
* This manual

If any of these items are missing, contact your dealer immediately for replacement. The flyers and booklets enclosed in your HabaWriter package also contain useful information. Please read those over as well.

We recommend that you send in your warranty card as soon as you open the package. This will entitle you to free technical service and low cost product updates.

Setting Up Your Computer

HabaWriter works on the Atari ST with one or two floppy disk drives or a hard disk. Text is displayed in the medium resolution mode on a RGB monitor or high resolution on a monochrome. HabaWriter does not support the low resolution mode.

HabaWriter will print on Epson compatible printers. Make sure that your printer is connected with the proper cable to the printer port.

Using This Manual

This booklet will show you how to use HabaWriter's features. As you read it, you should pay special attention to anything written in **boldface**. This includes the names of keys, functions, menus, and any special terms. We will define any new terms for you. The **HabaHints** will give you tips on how to use your program more productively.

This manual assumes that you are already familiar with the way your Atari ST works. If you haven't read the Atari instruction book yet, you should do so before reading this book.

We are sure that you'll find learning and using HabaWriter an enjoyable experience.

Copying The Disk

The HabaWriter disk is copy protected. You may make a backup of your disk for your everyday use. Copies are made through the GEM Desktop. Copy the **individual files** on the Master disk to a formatted floppy or hard disk. If you are copying files to a hard disk, **do not** copy the DESKTOP.INF file. If you have any questions about using the Desktop, consult the Atari manual.

When you use the backup, **the original disk must be in drive A.** After the HabaWriter program has loaded, you may eject your Master disk and insert your backup.

You can get a replacement of your Master disk directly from Haba Systems by sending $10, proof of purchase and your original disk to:

Haba Systems, Inc.
6711 Valjean Avenue
Van Nuys, CA 91406

Be sure to include your return address.

If You Get Stuck...

As you learn how to use HabaWriter, we encourage you to play with the program. Try as many functions as you want. You can't destroy your program disk by pressing a wrong key or clicking in the wrong place.

If you have any questions about HabaWriter, first check the manual. Your answer will probably be in there. If you are still having problems, please call our Haba Systems, Inc. Technical Support line at:

(818) 901-0701

This service is provided exclusively for all Haba Systems customers who accept the terms of the License Agreement.

Leaving HabaWriter

You can leave HabaWriter at any time by selecting **Quit** from the **File** menu. Any document in memory will be lost unless you save it first. **Do not** turn off the computer in the middle of HabaWriter or any other program.

2. Getting Started

Loading HabaWriter

Follow these instructions to load HabaWriter:

1. If you have a two drive system, insert your TOS System disk into drive B and your HabaWriter Master disk into drive A. If you have a one drive system, insert your TOS disk into the drive. Once the TOS boots up and the GEM desktop appears, eject the TOS disk and insert your HabaWriter Master disk.

2. If you have a color monitor, make sure that you are in the **medium** resolution mode. Select **Set Preferences** from the **Options** menu and click on the button for the **medium** resolution. If you save your desktop to your TOS disk, it will come up in medium resolution every time.

3. Now, open the icon for drive A. You will see an application icon named WRITER.PRG. This is the HabaWriter icon. Open the application by double clicking on it. After the program loads, you may eject your Master disk and insert a backup.

The HabaWriter Screen

In a few seconds, you will see a screen like this:
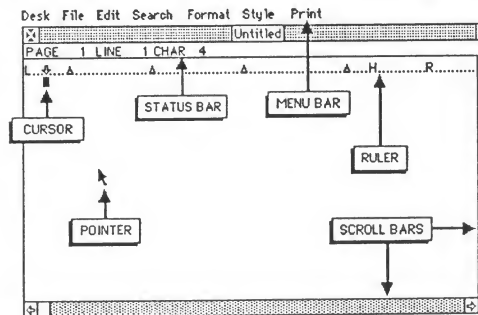
This is the HabaWriter screen. It includes a menu bar and an empty window for your new document.

The menu bar contains HabaWriter's commands. Each menu has related commands, so it is easy to choose the one you want. To select a function, move the pointer to the desired menu and hold down the mouse button. Drag the pointer down the menu until the desired function is selected and release the button. You can also select many functions by pressing your Atari's function keys. This is covered in Chapter 7, "Shortcuts".

The HabaWriter document window is a regular Atari ST window. You can change its size, move it around the desktop, and close it by clicking on the close box. It also contains a few special items that you will use in creating your document:

Cursor: This highlighted box indicates your position in the document. Text may be typed in, inserted, and moved at that location.

Pointer: The HabaWriter pointer is slightly different than the regular one you use with GEM. When you move it off the document window with the mouse, it looks like an arrow. When you move it on the document window, however, it looks like this:

I

This is called an **I-bar**. It lets you put your cursor exactly where you want the text inserted.

Ruler: This displays your margins, tabs, and cursor location. The dots represent the columns.

Status Bar: The left side indicates the cursor's position in the document. The right side will give you messages.

You'll be learning about HabaWriter's features by creating a short sample document. Use it as an example or create a document of your own.

3. Editing

Typing

HabaWriter types text like a regular typewriter. You begin typing at the cursor.

Type the following:

I like tennis.

Notice that the cursor is at the end of the sentence. Now press the **Backspace** key. The last character has been erased. Each time you press the **Backspace** key, the cursor moves to the left and erases the character that was there before. Use the **Backspace** key to get rid of the word "tennis".

I like

Let's say we wanted to replace "tennis" with "golf". All you would have to do is type the word in after the cursor.

I like golf.

Inserting Text

With the cursor, you can insert words anywhere in the text. To move the cursor, press either of the **arrow** keys, located in the middle of the Atari ST keyboard, or with the mouse by moving the pointer to the desired location and clicking.

Move the cursor after the word "like" and type "to play". Your sentence should now look like this:

I like to play golf.

Notice that as you typed the new words, the rest of the sentence was pushed to the right to make room. The cursor now appears after the word "play". You can insert more words to the right of it or delete the characters to the left.

HabaHint: HabaWriter can insert text at the cursor or type over text that is there. Select **Preferences** from the **File** menu. The top line of the dialog box will ask you which typing mode you want to use. Click **Insert** if you want text inserted at the cursor or **Replace**, if you want to type over existing text. Click **OK** or press **Return** to save the change or **Cancel**, if you don't want to change.

Word Wrapping

When you come to the end of the line on a regular typewriter, you push the carriage return to start printing on a new line. You don't have to do this with HabaWriter. When you come to the end of a line, you automatically move down to the next one. This is called **word wrapping**. The only time you hit **Return** is when you reach the end of your paragraph. Let's try it. Type the following:

> I like to play golf. There is a beautiful eighteen hole golf course near my home. I play almost every weekend. I am a fairly good golfer. Last weekend, I shot a hole in one.

Notice that as you reach the end of each line, the last whole word is moved to the beginning of the next line. Press **Return** at the end of the paragraph. An arrow will appear, which represents the Return character. A return marks the end of a paragraph.

Selecting Text

Let's say that we want to delete part of the paragraph above. You could delete the words one characters at a time, but it would be better to take them all out in one chunk. With HabaWriter, you can change areas of text, called **blocks**, at once. These blocks can be one character long, or span an entire document. Not only can you delete blocks, you can also move and copy them, change their type style, and perform many other features.

To work with a block, you must first **select** it. Move the pointer to the first character you want changed and drag it to the end of the desired block. You can select a block by going either backwards or forwards. Selected blocks are **highlighted**, which means they appear in reverse video. If you have a color monitor, blocks will be shown in a different color.

HabaHint: When you select a block, the cursor can still be moved around. This lets you make changes elsewhere in the document.

•**Changing Block Size**

Once you select a block, you can change its size before performing any functions on it. To shorten a block, move the cursor anywhere in the block and shift click. The block will end where you put the cursor. You can lengthen a block the same way. Move the cursor where you want the block end and shift-click. The block will be extended. You may also reselect the block with the mouse.

Deleting Text

Let's say that we want to delete part of our document. Highlight the text shown in boldface below.

> I like to play golf. There is a beautiful
> eighteen hole golf course near my home. I
> play almost every weekend. I am a **fairly**
> **good** golfer. Last weekend, I shot a hole in
> one.

Now, select **Clear** from the **Edit** menu. This will completely erase the highlighted text from the document. Now your document should look like this:

> I like to play golf. There is a beautiful
> eighteen hole golf course near my home. I
> play almost every weekend. I am a good
> golfer. Last weekend, I shot a hole in one.

Note: If the text is not properly aligned in the margins after you edit your text, select **Format Paragraph** from the **Format** menu. This will put the text back within the margins. You can also realign the text from the cursor to the end of the document by selecting **Format Document** from the **Format** menu.

Moving Text

As you create a document, you may want to move a portion of text from one place to another. HabaWriter lets you cut or copy a block of text into a holding area called the **clipboard** where it can pasted somewhere else.

•Cut and Paste

Suppose we want to move the sentence "I play almost every weekend" after "I am a good golfer". We want to cut the sentence out from its current location, move the cursor to where we want it to start, and paste the sentence in.

1. Highlight the text shown in boldface below.

> I like to play golf. There is a beautiful
> eighteen hole golf course near my home. I
> **play almost every weekend.** I am a good
> golfer. Last weekend, I shot a hole in one.

2. Select **Cut** from the **Edit** menu. This removes the text from its present location and puts it on the clipboard.

> I like to play golf. There is a beautiful
> eighteen hole golf course near my home. I
> am a good golfer. Last weekend, I shot a
> hole in one.

3. Move the pointer after "golfer". Click to place the cursor in the desired location.

4. Select **Paste** from the **Edit** menu. The text from the clipboard is inserted at the cursor. Now your text should look like this:

> I like to play golf. There is a beautiful
> eighteen hole golf course near my home. I
> am a good golfer. I play almost every
> weekend. Last weekend, I shot a hole in
> one.

•Move Text to Cursor

There is an even quicker way to move text around a document. This is done with the **Move to Cursor** command in the **Edit** menu. First, select the desired block. Move the cursor where you want the text to appear, then select **Move to Cursor**. The moved text will begin at the cursor. This procedure will move the block directly without putting it in the clipboard.

•Copy and Paste

Sometimes, you may want to repeat a phrase or block of text several times in a document. The **Copy** command in the **Edit** menu copies the block to the clipboard. The original block is not removed. For example, let's repeat the word "golf" in the fourth sentence so it says, "I play golf almost every weekend".

1. Highlight the text shown in boldface below.

> I like to play **golf**. There is a beautiful eighteen hole golf course near my home. I am a good golfer. I play almost every weekend. Last weekend, I shot a hole in one.

2. Select **Copy** from the **Edit** menu. This makes a copy of the highlighted text and puts it on the clipboard.

3. Move the cursor. Place it between "play" and "almost" in the fourth sentence.

4. Select **Paste** from the **Edit** menu. The text from the clipboard is inserted at the cursor.

> I like to play golf. There is a beautiful eighteen hole golf course near my home. I am a good golfer. I play golf almost every weekend. Last weekend, I shot a hole in one.
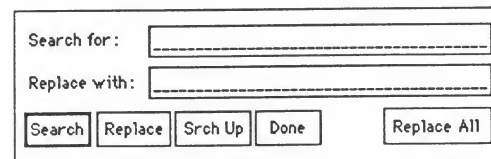
About the Clipboard

As you can see, the clipboard is a handy feature. Text cut or copied into the clipboard remains there until another item is cut or copied in its place. The **Clear** and **Move to Cursor** commands *do not* put text onto the clipboard, so any text that is already in the clipboard there will remain there.

To see the contents of the clipboard, select **Show Clipboard** from the **Edit** menu. The clipboard appears on the screen as a window, which can be moved and sized. You can move back to the document by clicking anywhere in the document window. To close the clipboard, click the close box.

Search and Replace

Search and replace is a handy feature that lets you locate words and phrases or make changes throughout a document.

Select **Search/Replace** from the **Search** menu. This dialog box will appear:

```
Search for:   _____
Replace with: _____
[Search] [Replace] [Srch Up] [Done]      [Replace All]
```

Let's say that we want to change the word "weekend" in our document to "Wednesday". Type the word "weekend" in the Search for box. Press **Tab** to move to the next line, and type "Wednesday". To move up to a previous occurence of "weekend", click **Srch Up**. To move down to the next occurence of "weekend", click **Search**. When you find the text, the cursor will appear in front of it, and the Search/Replace dialog box will also move next to it. Once you find "weekend", replace it with "Wednesday" by clicking **Replace**. You can also replace all occurences of "weekend" with "Wednesday" by clicking **Replace All**. Replace All replaces text from the cursor on down. Therefore, if you want to search and replace throughout an entire document, make sure the cursor is at the beginning of the document.

When you are finished, click **Done**. Your document should look like this:

> I like to play golf. There is a beautiful
> eighteen hole golf course near my home. I
> am a good golfer. I play golf almost every
> Wednesday. Last Wednesday, I shot a
> hole in one.

Once you enter a phrase to be searched, you can still use search and replace, even when the dialog box is not on the screen. Select **Search Next** or **Search Previous** from the **Search** menu to find the next or previous occurence of the word, and select **Replace** to replace it.

HabaHint: HabaWriter finds complete or partial occurences of a word. If "weekend" is the word to be searched, HabaWriter will also find "weekends", "weekender", "weekend's", and so forth, but it does not look for upper or lower case. Therefore, you should use **Replace All** with caution. Make sure that you enter the complete word to be replaced.

Moving the Cursor

We showed you earlier how to move the cursor with the **arrow** keys or by clicking with the mouse. As you create larger documents, you will want faster ways to move through your text.

If you press the **Clr/Home** key before pressing an **arrow** key, you can move through a document more quickly. For example, press **Clr/Home** once. Notice that the word **Home-** appears in place of the menu bar at the top of the screen. Press the **right arrow** key. The cursor appears at the end of the line. Now press the **Clr/Home** key twice. The words **Home-Home-** will appear at the top. Press the **right arrow** key, and the cursor appears at the right margin.

If you press the **Clr/Home** key once and press an **arrow** key, the cursor will move to the edges of the text. If you press the **Clr/Home** key twice and press an **arrow** key, you will move the cursor to the edges of the entire document. The chart below shows how the cursor moves when you press the **Clr/Home** key once or twice before pressing an **arrow** key.

Press:	Clr/Home Once	Clr/Home Twice
Left arrow	Beginning of line	Left margin
Right arrow	End of line	Right margin
Up arrow	Top of page	Top of document
Down arrow	Bottom of page	End of document

Using the Scroll Bars

You can also move through a document with the mouse by using the scroll bars. A document can be scrolled vertically or horizontally. Click on a scroll arrow to scroll one line or column in the direction you want to go. To move quickly to another section of the document, drag the scroll box to the desired position.

Moving Through Pages

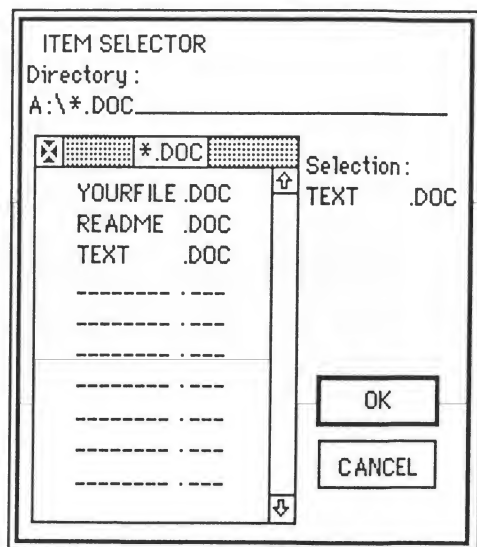You can also move to specific pages in your document. To move to the beginning of the next page, select **Next Page** from the **Search** menu, or to move to the beginning of the previous page, select **Previous Page**. You can also move the cursor to a specific location with **Go to page...** in the **Search** menu. Enter the page, line and column number that you want the cursor to appear and click **OK**.

Saving a Document

You now know how to use all the editing features of HabaWriter. You can type documents and select blocks of text to be cut or copied. With the clipboard, you can move blocks of text anywhere in the document.   Before moving on, let's save your work and close your document.

To save your file for the first time, select **Save As...** from the **File** menu. The first time you save your document, this dialog box, called the GEM File Selector, will appear:

```
 _____
|  ITEM SELECTOR                       |
|  Directory:                          |
|  A:\*.DOC_____  . |
|  _____                  |
| |X::::::::|*.DOC|:::::| Selection:    |
| |          |_|^|                     |
| | YOURFILE .DOC  |  | TEXT    .DOC    |
| | README  .DOC   |  |                 |
| | TEXT    .DOC   |                    |
| | -------- .---  |                    |
| | -------- .---  |                    |
| | -------- .---  |                    |
| | -------- .---  |   _____     |
| | -------- .---  |  |     OK     |    |
| | -------- .---  |  |_____|    |
| | -------- .---  |   _____     |
| | -------- .---  |  |   CANCEL   |    |
| | -------- .---  |  |_____|    |
| |_____|_|v|                       |
|_____|
```

Enter the file name under **Selection**, on the right side of the box. Use the **Backspace** or **arrow** keys to move the vertical line, and type in the file name. Press period (.), if you want to enter characters after the dot. You should end your filename with .DOC to show that your file is a document. Save the file by clicking the **OK** button, or press **Return**. If you don't want to save, click **Cancel**.

Note: If you want to save your file to a different disk or subdirectory, see the appendix, "Using the GEM File Selector".

After you have saved your document for the first time, just select **Save**. The updated file will be saved under the same name.

You may also save your file under a different name by selecting **Save As...** from the **File** menu. The GEM File Selector will let you type in a new name for your document. Click **OK** to save the file, or **Cancel**, if you don't want to save. It is a good idea to save your document under different names, so you can keep different versions of your work.

To save your document as an ASCII file, select **Save ASCII** from the **File** menu. An ASCII file can be read by other software programs, so you can transfer information. Likewise, HabaWriter can read ASCII files created by other programs. To view ASCII files, you need to set HabaWriter to the ASCII mode. Choose **Preferences** from the **File** menu. Click **Yes** on the button for "ASCII Mode". If you select ASCII mode, the document will be reformatted. To return to the HabaWriter formats, select **No** for ASCII mode.

Closing a Document

To close a document, click the close box on the upper left hand side of the window, or select **Close** from the **File** menu. If changes were made to the document, it will be highlighted, and a dialog box will ask, "Are you sure?". Click the **NO** button, if you don't want to close the document, or **YES** if you do. If you click **YES** without saving your document, any changes you have made will be lost.

After you close the document, a new document window will appear.

Quit

Quit HabaWriter by selecting **Quit** from the **File** menu. You will be asked if you want to close any files with unsaved changes in them. If you answer yes, you will return to the GEM desktop and any changes you have made will be lost.

4. Using Windows

Opening Documents

You have already created your first document with HabaWriter. Now, we will show you how to open your document and use more than one at a time.

To open your file, choose **Open** from the **File** menu. You will see the GEM File Selector. A list of your files appears in the directory window. You may change the drive and directory as shown in the appendix, "Using the GEM File Selector". Select a file by double-clicking on the file name, or click once on the file name and click **OK** to open the file.

•**Opening a New Document**

To open a new document, select **New** from the **File** menu. A blank, untitled document will appear on the screen.

Using Multiple Documents

With HabaWriter, you can work with many documents at once. To open another document, select **Open** to load an existing file, or **New** to start a new one. A new window can also be opened by double-clicking on an empty space on the screen that is not covered by a window. You can have up to six windows on the screen at one time.

You may move or change the size of the document window so you can see the other windows. The "fill" box, in the upper right corner, makes the window fill the entire screen. Click on the fill box once to expand the window to full size. Click the fill box again, and the window returns to its original size. To make a window active, just click once on it. It will appear in front of the other windows and the title bar will be dark.

You can cut, copy, and paste text between documents, just as you would within a document. Highlight the text to be moved or copied. Click on the document to which you want the text pasted, move the cursor to the desired location, and paste.

An entire file can also be pasted into a document. Move the cursor where you want file pasted and select **Paste Document** from the **Edit** menu. The GEM File Selector will appear on the screen. Choose your file by double-clicking on it.

We have shown you how to create a document and use several documents at once. Now, we will show you how to format your documents the way you want.

5. Formatting Documents

Changing Type Styles

As you have seen in this manual, different type styles emphasize important points. With HabaWriter, you can use boldface and underlined type styles to add emphasis to *your* documents. These styles will be displayed on the screen as you write, so you can see how your document will be printed.

The type styles are located in the **Style** menu. You can print text in plain, bold, underlined, or bold **and** underlined type. To start typing in the desired style, select it from the **Style** menu. Everything you type after the change will be in that style. A checkmark (√) will appear in front of the style name in the menu and the status bar will tell you the style you are using.
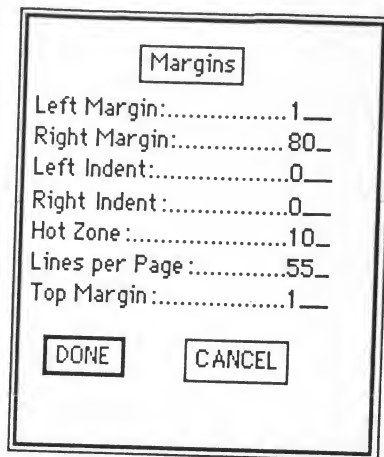
You may select more than one type style. If you select bold and underline, the text will be typed that way. Select **Plain Type**, you return to the regular type style. You can also turn off a type style by selecting it again from the **Style** menu.

The style of existing text can also be changed. Select the block of text to be changed, then choose the style.

Note: Underlining may not be visible on color monitors. However, the text will still be underlined when printed.

Setting Margins and Indentation

Move your cursor to the top of your document. Select **Margins** from the **Format** menu. You will see a dialog box that looks like this:

```
┌─────────────────────────────┐
│        ┌─────────┐          │
│        │ Margins │          │
│        └─────────┘          │
│  Left Margin:.................1__   │
│  Right Margin:...............80_   │
│  Left Indent:..................0__   │
│  Right Indent :...............0__   │
│  Hot Zone :...................10_   │
│  Lines per Page :............55_   │
│  Top Margin :.................1___  │
│                             │
│   ┌──────┐    ┌──────────┐  │
│   │ DONE │    │ CANCEL   │  │
│   └──────┘    └──────────┘  │
└─────────────────────────────┘
```

Margins and indentation are set as numbers of characters. Indentation is a temporary margin. If you enter 10 for left indent, the text is moved ten characters from the left margin. Enter 10 for right indentation, the text is moved ten characters from the right margin. The **hot zone** specifies where words should be divided at the end of the line. It is counted as the number of characters from the right margin. Enter the number of lines you want printed per page. HabaWriter will put automatic page breaks according to the number of lines per page. The **top margin** is the number of blank lines you want on the top of each page. Press **Return** or click **Done** to save the margin settings. Select **Format Document** to change the document to the new margin settings.

To change the numbers that are in the dialog box, press the **Backspace** key to remove the numbers, then type in your own settings. Press the **Tab** key to move down the next line.

You can have different margin settings throughout your document. Move your cursor to the desired location and select **Margins** from the **Format** menu. Enter the desired settings. Select **Format Paragraph** from the **Format** menu to change the paragraph to the new margins or **Format Document** to change the entire document from the cursor down. As you move the cursor, the ruler will change to show the margin changes.

HabaHint: You can also set margins and indentation with the keyboard. See Chapter 7, "Shortcuts" for more information.

Tabs

Tabs are set on the **tab ruler**. Move your cursor to where you want your tabs changed, and select **Tab Ruler** from the **Format** menu. A ruler will appear. Tabs are placed on the ruler by typing them on it.

Move cursor with **arrow** keys to desired location and press **Tab**. A triangle will appear. Press **Tab** again to clear a tab. You can push over the tabs by pressing the **Space Bar**, or move them back by pressing **Backspace**. To clear all the tabs, press the **Shift** and **F1** keys.

Text can also be aligned by any character. To align numbers by a decimal point, type a . on the ruler. To align text by a dash (-), for example, type the dash where you want the text aligned. When you type at a character tab, all the text you enter will be pushed to the left until you type that character. Then all the characters will be typed to the right.

Two special characters align text to the right. Press the **Alternate** and **F2** keys, and a | character will appear. This is a **right flush tab**. This will align all the text to the right. The other character is a **right leader tab**, which is entered by pressing the **Shift** and **F3** keys. A pound sign (#) will appear. This will put leading dots in front of the text and aligns it to the right (i.e.: ....2.3). This tab is ideal for tables of contents or menus.

Press **Return** when you are finished. The ruler will disappear. As you move the cursor, the ruler at the top of the window will show the tabs' change.

As you write your document, press **Tab** to move the cursor to the next tab location. A triangle (Δ) will appear at the tab. Type in the desired text. Press **Tab** to move to the next tab, or **Return** to move to the beginning of the next line. The text will be aligned.

Alignment

With HabaWriter, you may align your text to the left, right, center or fully justified. Select the type of alignment you want from the **Format** menu. Everything you type will be set to the desired alignment once you press **Return**.

You can also change the alignment of text that has already been typed. To change the format of a single paragraph, move the cursor so it is within the paragraph. Select the alignment you want from the **Format** menu, then select **Format Document**. To change the format of an entire document, first move the cursor where you want the new format to begin. Select the desired format from the **Format** menu, then choose **Format Document**. The document will be reformatted from the cursor down.
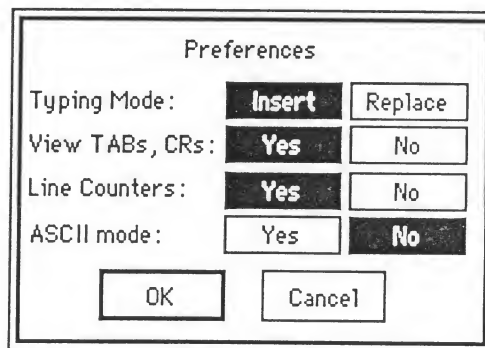
Word Breaks

When you change the text's format, HabaWriter will ask you to hyphenate words that are too large to move to the next line. The word will be highlighted and a hyphen will appear in the cursor. The cursor will usually be at the hot zone marker. Move the hyphen with the **arrow** keys to where you want the break to appear, and press the - key. If you don't want to hyphenate a word, press **Return**.

The hyphen is what we call a **soft symbol**. It will appear when you need it, and disappear when you don't. If you reformat the text, the word will be broken at the hyphen when it is at the end of the line, and the hyphen will disappear if it is the middle of a line. You can insert a hyphen yourself by pressing the **Shift** and **F4** keys.

HabaWriter will break sentences at any space. You can insert a **hard space** into your text that will not be broken at the end of a line. Press **Shift F3**. A dot will appear to mark the space.

Hiding Format Symbols

HabaWriter puts in triangles for signify tabs and arrows to represent returns. To get a better idea of what your document will look like when printed, you can remove these format characters. Select **Preferences...** from the File menu. You will see a dialog box like this:

Preferences		
Typing Mode:	**Insert**	Replace
View TABs, CRs:	**Yes**	No
Line Counters:	**Yes**	No
ASCII mode:	Yes	**No**
	OK	Cancel

In addition to removing format characters, you can also remove the status line from the top of the window, or set the cursor to overstrike. The overstrike cursor types over the text that is already there. Select the preferences by clicking on the button. Click **OK** when you are through or click **Cancel**, if you don't want to make any changes.

Setting Page Breaks

HabaWriter has two types of page breaks. One is a **soft** page break that changes when you make changes in a document, and the other is a **hard** page break you enter yourself that doesn't change when you reformat the document.

HabaWriter inserts soft page breaks according to the number of lines you specified in the **Margins** dialog box. To see these soft page breaks, choose **Pagination** from the **Format** menu. At each page break, you will see a line, like this:

>------------------------------

When you add or delete lines, select **Pagination** and the soft page breaks will be changed.

You insert hard page breaks yourself. Move your cursor where you want the break inserted and select **Page Break** from the **Format** menu or press **Control L**. You will see a line like this:

>=====================

Unlike the regular page break, this break is not changed when you reformat the document. To remove it, move to the beginning of the line after the page break and press **Backspace**.

Viewing and Editing Formats

Changes in margins, tabs, alignment, and page breaks are not visible in the text itself. You can see them by entering the **Trace Mode**. This is done by pressing **Control** and **F3** or pressing **Control T**.

Where you have made changes in format, you will see a box like this:

This is called a **format box**. Move the cursor to the format box, and the settings that it represents will appear at the top of the screen in place of the menu bar. To remove a format box, erase it by moving the cursor to the right of the format box and press the **Backspace** key. The first format box, called "Document Status", may not be deleted.

To return to the regular editing mode, press **Control F3** or **Control T** again.

Saving Document Formats

If you use the same margin and tab formats for all your documents, you may want to save them so your documents will be laid out that way every time. With HabaWriter, you can save your format by selecting **Save Format** from the **File**. This will make the format your document is in the default format for all your documents. This layout will be used until you save another format.

Now that your document is formatted the way you want, you are ready to print out your document.
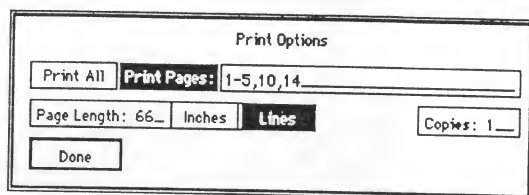
6. Printing

Setting Up Your Printer

HabaWriter has a printer file that lets you to use the special features of your printer. This allows you to print tabs, boldface and underline text. You need to load it into HabaWriter before you print for the first time.

Select **Printer** from the **Print** menu. You will see a GEM File Selector box. Choose the file by double-clicking on it.

Print Options

Select **Print Options,** and this dialog box will appear:

```
                      Print Options
 ┌─────────┬───────────┬────────────────────────────┐
 │ Print All│Print Pages:│ 1-5,10,14                 │
 ├─────────┴─┬─────────┬┴─────┬───────────┬──────────┤
 │Page Length: 66_│ Inches │ Lines │      │ Copies: 1_ │
 ├─────────┤
 │  Done   │
 └─────────┘
```

You can print an entire document or selected pages. Click **Print All** to print the whole document or click **Print Pages** and type in the pages you want printed. You can print individual or ranges of pages, or a combination of both. To print page 111, just type 111. To print pages 1 through 5, 15, and 22 through 25, enter it as 1-5,15,22-25.

On the next line, you can enter the page length in inches or lines. The page length **must not be less than the size of your text and top margin.** If you have 55 lines per page and a top margin of 5, don't enter 30 as your page length. Finally, you may type in the number of copies. Click **Done** to save the changes.

HabaHint: HabaWriter prints 6 lines per inch. If your sheet is 11 inches long, HabaWriter will print 66 lines.

Printing

You can print an entire document or a selected block. To print the document select **Print Document** from the **Print** menu. This will print the entire document in the active window or the pages you selected in Print Options. To print just a block of text, select it by highlighting it, then choose **Print Block**. If you want to stop printing, press **Escape**.

7. Shortcuts

You now know how to use all of HabaWriter's features. Now we'll show you some shortcuts that make using HabaWriter even easier.

Using Function Keys

The pull down menus make HabaWriter very easy to use. For added speed and convenience, HabaWriter has also put some of the frequently used commands on function keys. Function keys can also be used with the **Shift, Control**, and **Alternate** keys for additional commands.

You can get a complete list of all the commands by pressing the **Help** key. A command can be selected directly from the Help screen by clicking on it. Click **OK** to remove the list.

The function keys have some commands that are not available on a menu. These special functions are designed to save you time.

Setting Margins and Indentation on the Keyboard

Shift F2 lets you set the margins from the document. Move the cursor where you want the cursor and press **Shift F2**. "Margin-" will appear at the top of the screen. You can then press **L** to set the left margin or **R** to set the right. To move back to the last set of margins, press the **left arrow** key. Clear the margin by pressing the **Backspace** key.

Indentation is set the same way as margins. Move the cursor where you want the indentation located and press **Alternate F2**. Then press **L** for indentation from the left margin, **R** for indentation from the right margin, **left arrow** to move to the last indentation setting, or **Backspace** to clear indentation.

When you are in trace mode, format blocks will appear where you set the margins.

Appending Files

HabaWriter has a quick way to paste another document in the one you're working with. Type the file name where you want it to appear. Then press **F7** to recall the file. The text of the file will appear where you typed the file name.

Editing and Format Shortcuts

HabaWriter has a few function key commands that make it easy to edit documents and change formats. **F9** deletes text from the cursor to the end of the line.

Alternate F7 moves the cursor to the next word. This is a handy tool for moving the cursor while editing.

Shift F7 puts HabaWriter into the trace mode and locates the next format block. Press **Shift F7** again to move to the next format block.

The **block** command lets you set blocks from the keyboard. Move your cursor to the beginning of the block, and press **F5**. The word "Block" will appear at the top of the screen. Press **B** to indicate the beginning of the block. Move the cursor to end of the block, press **F5**, and press **E** for end. The block will be highlighted, just as if you had dragged the pointer over it.

Control F5 is the **Copy to Cursor** command. Select the block you want duplicated. Move the cursor where you want the block pasted and press **Control F5**. This operation will not put the block on the clipboard.

Shift F9 works like the **Search Next** command in the **Search** menu. Once you find the word, you may press **Shift F10** to replace.

Shift F1 will clear the active window. You will be asked if you want to do this. Clearing the window will cause you to lose any unsaved changes.

That's all there is to it! As you can see, HabaWriter is an easy to use program with many convenient features. If you need to look back to see how to use a function, see Chapter 8, "Quick Reference Guide and Index". We hope that you will enjoy using HabaWriter.

8. Quick Reference Guide and Index

Function	Instructions	Page
Getting Started		
Load the HabaWriter Program.	1. Boot up your TOS System and insert your HabaWriter disk into drive A. 2. Open the icon for drive A. 3. Double-click the WRITER.PRG application icon.	5
Move Cursor		
With keyboard	Press the **arrow** keys.	7
	-or-	
	Press the **Clr/Home** once before pressing an arrow key to move to edges of visible screen.	14
	-or-	
	Press the **Clr/Home** twice before pressing an arrow key to move to edges of document.	14
With mouse	Move the pointer where you cursor to appear and click.	7
	-or-	
	Use the scroll bars to move through document.	15

Function	Instructions	Page
By pages	Move up a page by selecting Next Page from Search menu.	15
	-or-	
	Move down a page by selecting Previous Page from Search menu.	
	-or-	
	Select the exact page with Go to Page in Search menu.	
By words	Press Alternate F7 to move the cursor to the next word.	31

Typing and Editing

Function	Instructions	Page
Insert text	1. Select insert typing mode in Preferences dialog box. 2. Move cursor where you want text inserted. 3. Type.	7
Select text block	1. Move pointer to first character of block. 2. Drag pointer across text until it is highlighted.	9
	-or-	
	1. Move cursor to first character of block. 2. Press F5, then press B. 3. Move cursor to end of block. 4. Press F5, then press E.	31

Function	Instructions	Page
Delete text block	1. Select text block. 2. Select Clear from the Edit menu to clear text completely.	10
	-or-	
	2. Select Cut from the Edit menu to remove block from document and put it on the clipboard.	11
Move Text	1. Select text block. 2. Select Cut from Edit menu to remove block. 3. Move cursor where you want text to appear. 4. Select Paste from Edit menu.	11
	-or-	
	2. Move cursor where you want text to appear. 3. Select Move to Cursor from Edit menu or press Control F6.	11
Copy Text	1. Select text block. 2. Choose Copy from Edit menu. 3. Move cursor where you want text to appear. 4. Select Paste from Edit menu.	12
	-or-	
	1. Select text block. 2. Move cursor where you want copied. 3. Press Control F5.	35

Function	Instructions	Page
Search and Replace	1. Select Search/Replace from the Search menu. 2. Type phrase to be searched in "Search for" box. 3. Enter text to be replaced in "Replace with" box. 4. To search for next occurence of word, click **Search**. 5. To search for previous occurance, click **Search Up**. 6. Replace found text by clicking **Replace**. 7. Replace all occurances by clicking **Replace All**. 8. Click **Done** to remove dialog box.	13
Search and Replace (Without Dialog Box)	1. Enter phrase to be searched replaced by selecting Search/Replace from Search menu. Click **Done** when you are finished. 2. Select **Search Next** from **Search** menu, or press **Shift F9** to find next occurence of text. 3. Select **Search Previous** from **Search** menu to find last occurence of word. 4. Select **Replace** from Search menu or press **Shift F10** to replace.	14

36

Function	Instructions	Page

Using Windows and Files

Save File

Function	Instructions	Page
For the first time:	1. Select **Save As...** from **File** menu. 2. Type name of file under "Selection" in GEM File Selector. 3. Click **OK** or press **Return**.	16
Revised files:	Select **Save** from **File** menu. The revised file will be saved under the same name.	17
Under another name:	1. Select **Save As...** from **File** menu. 2. Type name of file under "Selection" in GEM File Selector. 3. Click **OK** or press **Return**.	17
As an ASCII file:	1. Select **Save ASCII** from **File** menu. 2. Type name of file under "Selection" in GEM File Selector. 3. Click **OK** or press **Return**. 4. When you examine the file later, select ASCII mode from **Preferences** in the **File** menu.	17
Close a document	Click the close box -or- Select **Close** from **File** menu.	17
Quit	Select **Quit** from **File** menu.	18

37

Function	Instructions	Page
Open Documents Existing Files:	1. Select **Open** from **File** menu. 2. Double-click on file name in the GEM File Selector.	19
New Documents	Select **New** from **File** menu. -or- Double-click on an empty space on the HabaWriter screen.	19
Paste Documents	1. Move cursor where you want document to appear. 2. Select **Paste Document** from the **Edit** menu. 3. Choose the file from the GEM File Selector. -or- 1. Type the filename where you want the file pasted in. 2. Press **F7**.	20 31
Clear Window	Press Shift **F1**.	32

Format Documents

Function	Instructions	Page
Change type style Of new text:	1. Select the desired type style from the **Style** menu. A check-mark will appear in front of the desired style. 2. The text you type after that will be in that style.	21

Function	Instructions	Page
Change type style Of existing text:	1. Select text block. 2. Select type style from **Style** menu. The block will be changed to that style. Select **Plain Text** to return to plain type.	21
Set Margins	Select Margins from **Format** menu. Type margins in as number of characters. -or- 1. Move cursor to margin's location. 2. Press Shift **F2**. 3. Press **L** for left margin, **R** for right margin, **left arrow** to move to last set of margins, or **Backspace** to clear margins. 4. Select Format **Paragraph** to change paragraph to new margins or **Format Document** to change the whole document from the cursor down.	22 30
Set Indentation	Select Margins from **Format** menu. Enter the number of characters indented from the left or right margins. -or- 1. Move cursor to margin's location. 2. Press **Alternate F2**. 3. Press **L** for indentation from left margin, **R** for indentation from right margin, **left arrow** to move to last set of indent-ations, or **Backspace** to clear indentation. 4. Select Format **Paragraph** or For-mat **Document** to change text.	22 30

Function	Instructions	Page
Set Tabs	1. Select **Tab Ruler** from **Format** menu. 2. Move arrow with arrow keys to desired location. 3. Press **Tab** to set tab. Press **Tab** again to remove it. 4. To clear all tabs, press **Shift F1**. 5. To align text by a character, press that character. 6. To align text to right, press **Alternate F2**. A	will appear on the ruler. 7. To align text to right and add leading dots, press **Shift F3**. A # will appear on the ruler. 8. Press **Return** to accept the tab changes.	23
Change text alignment Of new text	Select **Align Left, Align Right, Align Center,** or **Align Justify** from the Format menu. Everything you type after that will be aligned that way.	24
Of existing text	1. Move cursor where you want text aligned. 2. Select the desired alignment from the Format menu. 3. To format a paragraph, select **Format Paragraph**. 4. To format a document from the cursor on down, select **Format Document**.	24

Function	Instructions	Page
Hyphenation and word breaks	1. When you are asked "Please Hyphenate" during text formatting, the word to be hyphenated will be highlighted and a hyphen will appear in the cursor. 2. Move the hyphen with the **left** or **right arrow** keys. 3. Press - to set the hyphen. Press **Return**, if you don't want to hyphenate. 4. If you reformat the document, the hyphen will break the word when it is needed, or disappear when it is not needed. 5. To insert a hyphen into a word yourself, press **Shift F4**. 6. You can insert a **hard space** that will not break at the end of a line. Press **Shift F3**. A dot will appear to mark the space.	24
Hide Format Symbols	Select **Preferences** from the **File** menu. Click NO for "View Tabs, CR's."	25
Set and View Page Breaks	Select **Pagination** from the **Format** menu. This displays automatic page breaks, like this: >---------------------------- When you reformat the document, select **Pagination** again to show changed page breaks. (continued)	26

Function	Instructions	Page
Set and View Page Breaks (continued)	To set your own page breaks, select **Page Break** from the **Format** menu, or press **Contol L**. You will see a line like this: `>=====================` Set page breaks do not change when you reformat a document. To remove them, go to the start of the next line and press **Backspace**.	
View and edit formats	1. Enter the trace mode by pressing **Control F3** or press **Control T**. Format boxes will appear where you have made changes in format. 2. Move to format boxes with the **arrow** keys or press **Shift F7**. The type of format change is indicated on the top of the screen. 3. While in the trace mode, you can cut, copy, paste, or delete format boxes like text. 4. Press **Control F3** or **Control T** to get out of trace mode.	26
Save Document Formats	Select **Save Format** from the **File** menu. The layout will be saved and used each time you create a document.	27

Printing

Set up Printer File	1. Select **Printer** from the **Print** menu. 2. Select the printer file by double-clicking on it.	28

Print Options	1. Select **Print Options** from the **Print** menu. 2. Set whether you want to print the entire document or a specific number of pages, your page length, and number of copies. Enter a range of pages like this: 17-19. Separate individual or groups of pages with commas. 3. Click **Done** to save changes.	28
Print Document	Select **Print Document** from the **Print** menu.	29
Selected block	1. Select text block. 2. Select **Print Block** from the **Print** menu.	29

Function Key Chart

Key	Plain	Shift	Control	Alternate
F1		Clear Window		
F2		Margin		Indent
F3		Hard Space	Trace	
F4	Print	Hyphen		Underline
F5	Block	.	Copy to Crsr	Bold
F6	Save		Move to Crsr	Paginate
F7	Recall	Find Format		Next Word
F8		Page Up		Page Down
F9	Delete Line	Search	Cut	Document
F10		Replace		Format

HabaMerge can turn your Atari ST into a powerful tool for customer mailings, research, inquiries, Christmas lists, and more. Print personalized form letters with documents created by HabaWriter™ or combine them with Habadex PhoneBook™ files. For specialized mailings, you may select a range of records to be printed by entering conditions for your choice of fields. Print your letters to the printer or a disk file.

- Works with HabaWriter. Files from Habadex PhoneBook can also be used.

- Easy to use! Just click the mouse.

- Merge to all or selected records.

- Works with floppy or hard disk drives.

- Prints on continuous or single sheet paper.

HabaMerge™

F O R   A T A R I   S T™

HABAWRITER™
MAIL MERGE
UTILITY

Haba

Table of Contents

Welcome to HabaMerge

HabaMerge makes printing form letters easy. You can create a file with Habadex PhoneBook or a list of records with HabaWriter and merge it with a HabaWriter document. You can merge entire files, or select records by setting conditions.

HabaMerge is very easy to use. To select a function, just move the pointer with the mouse and click. The functions do exactly what their names imply. You don't have to learn any special commands.

To use HabaMerge, you will need the following equipment:

- An Atari 520ST
- One or more floppy disk drives or hard disk
- A monochrome or color monitor.
- HabaWriter (to create documents and files)
- Several formatted disks (for saving files).
- A printer.

Optional equipment:
- Habadex PhoneBook (to create files).

While HabaMerge is very easy to use, you should read this manual to familiarize yourself with the program before you use it. We will display the names of keys and functions in **boldface** for easy reading. If there are any special terms for you to know, they will also be displayed in boldface and defined for you.

Copy the Disk

You should make backup copies of any disk that is important to you. Be sure to make a copy of your HabaMerge program and data disks. Use the copies for your everyday use and keep the master disk in a safe place.

If HabaMerge gets damaged, you can purchase a replacement for a nominal charge. For more information, contact Technical Support:

> Haba Systems, Inc.
> 6711 Valjean Avenue
> Van Nuys, CA 91406
> (818) 901-8828

Quit HabaMerge

Click **Cancel** to quit HabaMerge and return to GEM. Do not turn off your computer in the middle of HabaMerge or any other program.

Getting Started

To merge your document, follow these steps:

1. Create the file (with Habadex PhoneBook or HabaWriter).
2. Create the document with HabaWriter.
3. Open HabaMerge
4. Select the files to be printed.
5. Set conditions (if desired).
6. Print

The rest of this manual explains these steps in detail, depending on whether your file is created by Habadex PhoneBook or HabaWriter. Most of the steps are the same for both, but if you're planning to use a HabaWriter file, you will need to make a few minor modifications. Read the "Merge with Habadex PhoneBook Files" section first, then read how to create your file with HabaWriter and merge it with your documents.

To begin, boot up your system by inserting your TOS disk into the drive and turning on your computer. If you have a color monitor, set it to **medium** resolution with **Set Preferences** in the **Options** menu. If you save the desktop by selecting **Save Desktop**, also from the **Options** menu, it will come up in the proper resolution every time.

Merge with Habadex PhoneBook Files

1. Create the File

You can use any file you created in Habadex PhoneBook. Take note of the **exact** spelling of your field names, including upper and lower case, so you'll know how to enter them in your document and HabaMerge. You can make a print out of the field names by going into a new record and pressing the **Alternate** and **Help** keys.

2. Write the Letter

Create your letter in HabaWriter. Wherever you want a field inserted, type the field name **exactly as it is in Habadex PhoneBook** and enclose it with braces {}, as shown below:

Dear {FIRST NAME},

We are organizing a retirement party for Kurt Vogler, our Marketing VP, on Friday the 7th at 4:00pm. Please let everyone in the {CATEGORY} department know about the time. You had mentioned at our meeting last Thursday that you can bring {NOTE 1}. Please don't forget. Thank you.

Sincerely,

Save the file and give the name a .DOC extension.

3. Open HabaMerge

Before you begin, HabaMerge must have access to your data file and document when it does the merge. If you have a single drive system, copy the file and document to the same disk as the HabaMerge application. If you have a two drive system, the file, document and HabaMerge can be on either disk. You do not need HabaWriter or Habadex PhoneBook on the disks to perform the merge, however, you must have the WRITER.SF file on them. If you want to use same page length in HabaMerge that you used for HabaWriter, copy the WRITER.SF file from the HabaWriter disk over to the HabaMerge disk.

Load HabaMerge by double-clicking on the HMERGE.PRG application icon. The main screen will appear:

HMERGE.PRG

```
┌─────────────────────────────────────────────┐
│              ┌────────────┐                   │
│              │ Merge Mail │                   │
│              └────────────┘                   │
│  ┌──────────────────┐ ┌──────────┐ ┌────────┐ │
│  │Letter:_____   │ │Selective?│ │List Type│ │
│  │List:  _____   │ │┌───┐┌──┐ │ │┌──────┐┌──────┐│
│  │Output:_____ OR:│PRINTER││YES││NO│ ││HABADEX││WRITER││
│  └──────────────────┘ └──────────┘ └────────┘ │
│  ┌────────┐               ┌────────┐          │
│  │ START  │               │ CANCEL │          │
│  └────────┘               └────────┘          │
│                                               │
│  ┌────────────┐        ┌──────────────────┐   │
│  │ Version 1.0│        │(c)1985 Haba Systems, Inc.│
│  └────────────┘        └──────────────────┘   │
└─────────────────────────────────────────────┘
```

4. Select Files

The box on the left side of the screen lets you select your document and list files, and whether you want your merged documents printed to a file or the printer.

Click on the **Start** button. You will be asked to select your letter file from the GEM File Selector will appear. All the HabaWriter documents which have the extension .DOC will appear. Select the file by double-clicking on the file name. The selected file will appear on the line next to the word "Letter". If the file you want is on another disk, see "The GEM File Selector" section at the back of the manual about changing the directory.
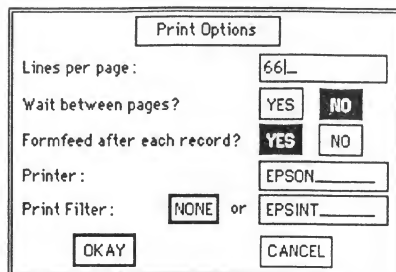
Next, select the list. Choose the type of list by clicking **Habadex** for a Habadex PhoneBook file or **Writer** for a HabaWriter list. Click on the **Start** button or press **Return** again. You will be asked to select your list file. Once you select the file, it will appear on the "List" line.

HabaHint: Another way to select files is to click on the "Letter" or "List" line. Select the file from the GEM File Selector. For the list, first click **Habadex** for a Habadex PhoneBook file or **Writer** for a HabaWriter file. Then click "List".

•Print to File or Printer

You can print your merged documents to the printer or a file that can be read by HabaWriter.

If you want to print your file to the printer, click the **Printer** file. You will see this dialog box:

```
┌─────────────────────────────────────┐
│        ┌──────────────┐              │
│        │ Print Options│              │
│        └──────────────┘              │
│  Lines per page :        ┌─────────┐ │
│                          │66L      │ │
│                          └─────────┘ │
│  Wait between pages?    ┌───┐ ┌────┐ │
│                         │YES│ │ NO │ │
│                         └───┘ └────┘ │
│  Formfeed after each record? ┌───┐┌──┐│
│                              │YES││NO││
│                              └───┘└──┘│
│  Printer :              ┌───────────┐ │
│                         │EPSON_____│ │
│                         └───────────┘ │
│  Print Filter : ┌────┐or┌───────────┐│
│                 │NONE│  │EPSINT_____ ││
│                 └────┘  └───────────┘│
│    ┌──────┐         ┌────────┐       │
│    │ OKAY │         │ CANCEL │       │
│    └──────┘         └────────┘       │
└─────────────────────────────────────┘
```

If you are printing on cut sheets, enter Y for **Wait Between Pages**. If you are using continuous feed paper, enter N. On the second line, **Number of Lines per Page**, enter the number of lines on your page. If you are using standard 11" long paper, enter 66. HabaMerge prints 6 lines per inch. **Form Feed Between Pages** makes HabaMerge go to the next sheet of paper after printing each document, or if you're printing a file to disk, a page break will be inserted between each document. If this is what you want to do, enter "Y". If you are using HabaMerge to create a report, you may want all of the records printed on one sheet. In this case, answer "N". "Printer" lets you select a printer driver. You will see the GEM File Selector which lists the available .PTR files. If you have a file on another disk, read "The GEM File Selector" on how to change to that disk or directory. Some printers require a filter for proper printing. If you are using an Epson printer, click the filter box and select the EPSON.PFT file or click **None** to use no filter.

If you want to print to your disk, click on line next to the word "Output:". Again, you will see the GEM File Selector. Select a file you to which you want your documents printed by double-clicking on it, or type in a file name under the "Selection" line. End your file name with the extension .DOC.

Printing your merged documents to disk is a good way to see how your documents will turn out before they are printed. To find out some other ways to use them, see "Use HabaMerge Files in HabaWriter" later on in this manual.

•Note on Printer Files

HabaMerge comes with an EPSON.PTR file that works with Epson or 100% compatible printers. You can change the EPSON.PTR file from HabaMerge to work with your printer. Load the file into HabaWriter like any other document by using the **Open** command from the **File** menu. Replace the hexadecimal codes in the file with the codes from your printer manual. You may also replace printer codes for one feature with codes for another, such as replacing boldface with italics. Save the file with the **Save ASCII** command and give the file name a .PTR extension.

HabaMerge will also work with printer files from HabaWriter versions 1.1 or later that use hexadecimal printer codes. It will *not* work with printer files from HabaWriter 1.0 that use octal printer codes.

5. Set Conditions

If you want to print the entire list, click **No** in the **Selective** box and skip to step 6.

If you want to print only a select group of records, click the Selective **Yes** button. You will see this screen:

HMERGE.PRG

```
                    Selection
┌─────────┐             ┌───┐              ┌──────┐
│ NUMERIC │            >│   │              │ AND...│
│ Field:_____│ NOT  <│   │ _____  │ OR... │
│         │            =│   │              │      │
├─────────┤             ├───┤              ├──────┤
│ NUMERIC │            >│   │              │ AND...│
│ Field:_____│ NOT  <│   │ _____  │ OR... │
│         │            =│   │              │      │
├─────────┤             ├───┤              ├──────┤
│ NUMERIC │            >│   │              │ AND...│
│ Field:_____│ NOT  <│   │ _____  │ OR... │
│         │            =│   │              │      │
├─────────┤             ├───┤              ├──────┤
│ NUMERIC │            >│   │              │ RECALL│
│ Field:_____│ NOT  <│   │ _____  │ SAVE │
│         │            =│   │              │      │
└─────────┘             └───┘              └──────┘
      ┌──────┐              ┌────────┐
      │ DONE │              │ CANCEL │
      └──────┘              └────────┘
```

When you set conditions, HabaMerge will only print the records that meet those conditions. You can select records with Last Names greater than J or all the people who live in Chicago. You can also set multiple conditions, so you can look up all the people whose last names are greater than J, less than N *and* live in Chicago.

Type in the field name next to the word "Field". Type it in **exactly** as it is in Habadex PhoneBook. If it is a numeric field, click on the **Numeric** button so it is highlighted.

Press **Tab** to move the cursor to the conditions line. Type in your condition. You may use whole or partial numbers or words.

The buttons between the field and condition sets the type of condition. Click on the button of the desired function, so it is highlighted. You can use more than one button, so you can look for records that are less than or equal, or not equal, to your condition. If you don't want to use a function you had already selected, click on it again to turn it off.

If you want to use multiple conditions, use the **And** or **Or** buttons at the end of the line, then enter your next condition on the next line. You can combine up to four conditions.

Once you set conditions, click **Save** to save them as a disk file. A GEM File Selector will appear to ask you to name your file. Give the file name an .SEL extension. To recall the conditions, click the **Recall** button. Select the desired conditions from the GEM File Selector.

Once you have set your conditions, click **Done**, or click **Cancel** if you don't want to use them.

6. Print

Click **Start** to print. A box will appear in the middle of the screen that tells you which records are being merged. If you instructed HabaMerge to wait between pages, the program will print out the first sheet and stop until you insert the next one. When the merge is finished, you will return to HabaMerge.

If you have a problem, click **Cancel** to stop printing. When you click **Cancel** during printing, you will only stop the printing, not quit the program. Start your merge over again and click **Print** to start printing.

Merge with HabaWriter Lists

There are very few differences between using HabaMerge with Habadex PhoneBook files and HabaWriter lists. You will have to use some different preparations, but the procedure is still the same.

1. Create the List

Your mail list will be a standard HabaWriter document. Each line will be a field. Your records will be separated by forced page breaks (which are done by pressing **Control L** or selecting **Page Break** from the **Format** menu).

Let's say that you are creating a list of employee names for a memo. You have decided on these fields:

LINE #	FIELD
1	First Name
2	Category
3	Note 1

Open a new HabaWriter document. Type in the text for the first field (First Name) and press **Return**. Then, type in text for each of the next fields. If you don't need to enter information into a field, just press **Return** to leave the line blank. **Do not omit a line.**

After you enter the last field in your record, enter a forced page break by pressing **Control L** or select **Page Break** from the **Format** menu. Here's an example of what your document should look like:

```
Kate<
Research<
potato chips, napkins, and cups<
>===================================
Gary<
Marketing<
onion dip and pretzels<
>===================================
Amir<
Sales<
decorations<
>===================================
```

HabaHint: Use the "Show TAB's, CR's" mode so you can see the return arrows mark the ends of the fields. If you turned this mode off, turn it back on with **Preferences** in the **File** menu.

2. Write the Letter

You create the letter the same way you would for Habadex PhoneBook fields, but instead enclosing the field name in braces, enter the line number that the field appears in. So, you would write your letter like this:

Dear {1},

We are organizing a retirement party for Kurt Vogler, our Marketing VP, on Friday the 7th at 4:00pm. Please let everyone know in the {2} department know about the time. You had mentioned at our meeting last Thursday that you can bring {3}. Please don't forget. Thank you.

Sincerely,

Since HabaWriter lets you have more than one document on the screen at once, you can look at the list while you write your letter. This way, you can make sure that the field numbers are corrct. Save your document and give the file name a .DOC extension.

3. Use HabaMerge

HabaMerge works the same way for HabaWriter lists as it does for Habadex PhoneBook files. The only thing you need to do differently is click **Writer** for "List Type" before selecting your list.

You can also set conditions for HabaWriter lists. Type the number of the field instead of the field name.

Start printing by clicking the **Start** button. If you need to stop, click **Cancel**.

Get Help With HabaMerge

That's all there is to it! You should now be able to use HabaMerge like a pro. As you can see it is a very simple program that does a lot.

If you have any questions or problems, please call Haba Systems, Inc. Technical Support at:

(818) 901-0701

We at Haba also appreciate any comments or suggestions you may have. If there is a feature or program that you would like to see, let us know. We'll certainly consider it.

Use HabaMerge Files in HabaWriter

If you printed your merged documents to an output file, you can examine them in HabaWriter. Set HabaWriter to the regular editing mode. *Do not use the ASCII mode.* Open the file as you normally would by selecting **Open** from the **File** menu.

If you had selected **Form Feed Between Pages** in the **Printer** box, a page break will be inserted between each merge document. If not, you may use HabaMerge's pagination feature to put in automatic breaks. Just make sure the you set the "Lines per page" to the same settings as HabaMerge.

You can use HabaMerge files in a number of ways. The documents can be edited, so you can personalize them even more before printing. You can keep the documents on file and print them out whenever you need them. Save the file as an ASCII document, and you can send it through the modem.